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IS/DIM-71/60  
13 December 1971

MEMORANDUM FOR: Chairman, CIA Records Management Board  
SUBJECT: Status Report, July through December 1971

1. During this reporting period the following developments occurred in micro-photography:

a. Approximately 400 feet of applicant files were photographed and the hard copy files authorized for destruction.

b. A feasibility study was conducted to determine whether CI/ files should be microfilmed. Preliminary findings indicate that the files may be suitable for micro-photography. It has not been decided whether microfiche or roll microfilm should be used as the storage medium.

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c. A recommendation to change from tab-card size to 4 x 6 microfiche has been submitted to C/ISD. The recommendation was predicated upon the fact that 4 x 6 fiche offers more advantages than tab-size fiche. The fact that storage cabinet configurations will have to be different from the aperture card system is the only significant disadvantage.

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d. Studies are continuing on the program to microfilm Primarily because of the high cost of file preparation, the decision has been made to change the criteria and to photograph only containing less than ten pages.

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e. The pilot microfiche program is going well. Approximately 40 feet of subject, project and files have been converted to microfilm and the hard copy material destroyed.

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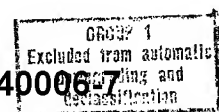
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f. Discussions are underway with COS, on the purge of Station records and the use of microfiche for a large part of the Station's records holdings and non-official cover purposes.

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2. There have been the following developments in records disposition:

a. Approximately 127 feet of index cards in Vital Records have been replaced by one and one-half feet of microfilm. The cards were authorized for destruction.

b. The review of non-indexed documents continues. During this reporting period, 83 feet of documents was reviewed and 78 feet destroyed. 1275 feet have been reviewed to date and 943 feet have been destroyed.

c. Inactive records held at the Records Center were reduced by approximately 500 feet. This reduction was accomplished through both microfilming and purging.

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3. The DD/P appointed [REDACTED] to head the new Information Services Division (ISD). The new Division consolidated information activities in the CS under one head and affords direct access to the DD/P on matters of import concerning information management. The new Division includes RID (now IS/IP), the Records Management Staff (now IS/IM), and Systems Group (now IS/IS).

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4. New records management officers have been appointed in [REDACTED] and MPS, and a new RMO to replace the FE/RMO, who is retiring, has been selected. The DD/P has authorized the DDP/RMO to initiate a program to train and develop five junior officers in all facets of records management.

5. Other noteworthy developments follow:

a. Approximately 40 forms have been obsoleted.

b. CS components were notified that an inventory of TS documents will be conducted every September, 201 files each April, and a bi-ennial inventory of 201 files on permanent charge every other February.

c. Training or briefings were conducted for five foreign intelligence and security services.

d. Six area division RMO's conducted field surveys and submitted written recommendations on ways to improve field records procedures and reduce file holdings.

e. ISD personnel lectured on records procedures at seven OTR-sponsored training courses. Two of the courses are designed exclusively for training employees in records procedures. Regulatory issuances were prepared on the following subjects:

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(1) Destruction of FBI Documents.

(2) Index Card Service.

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(3) Field [REDACTED] Requests from Other Agencies.

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(4) [REDACTED] Handbook.

(5) Annex to CS Records Handbook, listing standard abbreviations for recording geographic area names throughout the CS.

(6) Vital Records Program.

(7) Updating File Charge Information following organizational changes.

[REDACTED]

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DDP Records Management Officer

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